



**Partnership Agreement  
Between**

**U.S. Department of the Army**

**and the**

**U.S. Department of Labor  
Occupational Safety and Health Administration**

## **I. PARTNERS**

The partners to this Agreement are:

- The U.S. Department of Labor, Occupational and Safety and Health Administration (OSHA)
- The U.S. Department of the Army (Army)

## **II. PURPOSE/SCOPE**

In the fall of 2003, the Army approached OSHA with a desire to use a proactive approach to aggressively improve Army civilian workforce safety and health at their installations. The Army recognized that OSHA had valuable expertise in workplace safety and health, and could offer useful tools, such as the Voluntary Protection Programs (VPP), to help achieve that goal.

In return, OSHA recognizes that a partnership with the Army will allow them to reach a diverse spectrum of workplace safety and health management system processes, hazards, challenges, and best practices. OSHA will then be able to share the knowledge gained both with their own staff, and with other employers and industries. Additionally, the lessons learned from the participating sites will be used to further improve safety and health at all Army installations.

By entering into this Agreement, the Army and OSHA will formalize their commitment to improving civilian workforce safety and health and reducing injuries and illnesses. This Agreement supports the goals of the President's Safety, Health, and Return-to-Employment (SHARE) Initiative.

## **III. PARTICIPATION GOALS**

The Army and OSHA will work in partnership to accomplish six key goals:

- Reduce civilian workforce fatalities, injuries, and illnesses at each participating Army installation by at least 3% per year
- Expand awareness of the value of effective safety and health management systems at participating sites
- Reduce total case rates and severity rates related to musculoskeletal disorders (MSDs)
- Share best practices and successes with other Army installations and similar worksites in other industries
- Expand the Army's participation in VPP

- Convey civilian workforce safety and health best practices and injury/illness reduction lessons learned to Army military personnel where appropriate.

The Partnership will achieve these goals using the strategies and measurements listed in Appendix A.

#### **IV. PARTNER ROLES AND RESPONSIBILITIES**

The Army and OSHA agree to work in partnership to improve safety and health performance at participating installations.

**The Army** agrees to:

- Identify Army installations to participate in the Partnership.
- Promote the establishment and/or improvement of safety and health management systems, and the integration of those systems into the overall business management system.
- Conduct employee surveys to measure levels of safety and health awareness.
- Promote the benefits of VPP to Army installations.
- Support participating installations in working toward VPP participation.
- Support Army employees who perform activities similar to those of Special Government Employees (SGEs), such as participate in OSHA VPP Onsite Evaluation Teams.
- Support an overall workplace culture that values safety and health as part of daily business operations.
- Share baseline and ongoing measurement data with OSHA.
- Solicit OSHA participation in Army-sponsored safety and health training events.
- Facilitate communication with participating installations to resolve issues and share Partnership results.

**OSHA** agrees to:

- Work cooperatively with the Army to provide safety and health information, technical assistance, and training (as resources allow), to facilitate improvements in safety and health management systems and ergonomic hazard elimination.
- Ensure that affected OSHA staff, including Compliance Safety and Health Officers (CSHOs), are familiar with Partnership requirements and objectives, and encourage them to provide assistance as requested by the Army.

- As resources allow, participate in Army conferences and professional functions.
- Establish an OSHA partnership contact for each partnering installation to enhance the local working relationship between OSHA and the Army.
- Designate appropriate contacts for ergonomic technical assistance at the Regional and National level.
- Facilitate mentoring support between participating Army installations and the Voluntary Protection Programs Participants' Association (VPPPA).
- Facilitate communication with participating OSHA field staff to resolve issues and share partnership results.
- Support Partnership goals through the use of OSHA Challenge, the SGE Program, and other cooperative approaches.

## **V. BENEFITS**

OSHA will offer the following benefits to participating Army installations:

- OSHA will maximize the resolution of complaints received against participating Army installations through the use of phone and fax consistent with OSHA's Field Instruction Reference Manual (FIRM) and Complaint Policies and Procedures Directive (CPL 02-00-115).
- OSHA will recognize Army achievements at participating installations in working toward the partnership goals.
- For hazards not citable as serious, a notice will not be issued if the hazard is abated during the inspection.
- A six month deferral from targeted inspections at participating installations. For initial participating installations the deferral shall begin with the effective date of the Partnership. Deferrals for additional installations shall begin on the date they are formally added to the Partnership.

## **VI. VERIFICATION**

OSHA will review, at least annually, documentation to determine whether partners are implementing the provisions of the OSP agreement. The documentation selected for review should relate to the goals, objectives and stated measures of the OSP agreement. Examples include illness and injury data, training course agendas and rosters, results of surveys, or results of self-audits. This verification will be performed offsite.

## **VII. PARTNERSHIP MANAGEMENT**

A Partnership Management Team (PMT) will be formed to facilitate the direction and management of the Partnership. The PMT will consist of the following Army and OSHA representatives:

- OSHA National Office representation from the Directorate of Cooperative and State Programs and the Directorate of Enforcement, Federal Agency Programs
- OSHA Regional and/or Area Office staff
- Headquarters, Department of the Army representation
- Army representation from participating installations
- VPP participants as needed

The PMT will perform a variety of activities to facilitate the success of the Partnership, including:

- Determine Partnership procedures
- Hold quarterly conference calls
- Track, analyze, and share information on Partnership activities and results
- Meet at least annually to jointly evaluate the effectiveness of the Partnership. The evaluation will be due annually on the effective date of the Partnership, and will follow the written format listed in the OSHA Directive on Strategic Partnerships, Appendix C
- Ensure that issues and concerns, as well as best practices and successes, are appropriately communicated

## **VIII. EMPLOYEE AND EMPLOYER RIGHTS**

This partnership does not preclude employees and/or employers from exercising any right provided under the OSH Act (or, for federal employees, 29 CFR 1960), nor does it abrogate any responsibility to comply with rules and regulations adopted pursuant to the Act

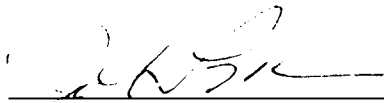
## **IX. FUNDS**

It is not anticipated that any funding will be transferred between OSHA and the Army as a result of this Partnership.

## **X. TERMINATION**


This Agreement will terminate 3 years from the later date of the signature of the Partners. If either Army or OSHA withdraws their participation in this partnership prior to the established termination date, written notice of the intent to withdraw must be provided to the other signatories and the entire Agreement is terminated. Individual participating Army installations may withdraw from this Agreement at any time prior to the termination date by providing written notification of their intent to withdraw. Termination will be effective upon receipt at OSHA of participant's written notification. Modification or amendments to this Agreement can be made at any time with written concurrence by all Partners.

## **XI. SIGNATORIES**



John L. Henshaw  
Assistant Secretary of Labor,  
Occupational Safety and Health

Date: October 15, 2004



Geoffrey G. Prosch  
Principal Deputy Assistant Secretary of  
the Army (Installations and Environment)  
Designated Agency Safety and Health  
Official

Date: 15 Oct '04

## **Appendix A – Goals, Strategies, and Objectives**

<i><b>Goals</b></i>	<i><b>Strategies</b></i>	<i><b>Measures</b></i>
1) Reduce civilian workforce fatalities, injuries, and illnesses at participating ARMY installations by at least 3% per year	a) Identify top injury, illness and fatality causal factors at each participating installation through review of injury and illness data and other supporting documentation. b) Develop a protocol to address top causal factors identification and abatement of hazards	i) Number of causal factors identified ii) Number of protocols developed iii) Total case injury and illness rates iv) Number of fatalities
2) Expand awareness of the value of effective safety and health management systems at participating sites	a) Complete a baseline assessment for each installation using Army safety and occupational health policy and Army Innovative Safety Management Program, and OSHAs Challenge tools b) Conduct employee awareness surveys during baseline and again after one year of Partnership participation c) Develop communication tools to promote safety and health (i.e. web site, newsletter, VPP meetings, weekly updates) d) Leverage strategies and results with other OSHA National partners where opportunities allow e) Army will implement its established comprehensive Safety and Health program based on the OSHAs 1989 Safety and Health Program Management Guidelines f) Provide tools to help promote contractor safety and health at participating installations	i) Number of sites completing baseline assessments in the first year ii) Number or percentage of sites moving forward through the Challenge stages iii) Level of awareness as rated by employee surveys iv) Number of injuries and illnesses reported by contractors while working at participating Army installations
3) Reduce total case rates and severity rates related to musculoskeletal disorders (MSD's)	a) Using illness and injury data at participating installations, identify key tasks or processes that result in high rates of MSD's b) Develop guidance that address the MSD hazards for identified jobs or processes, and implement those guidelines at all participating installations with similar jobs or processes	i) Total MSD cases ii) Number of restricted cases involving MSD's iii) MSD case severity rate iv) Number of guidance documents developed and shared v) Number of employees impacted



<b><i>Goals</i></b>	<b><i>Strategies</i></b>	<b><i>Measures</i></b>
4) Share best practices and successes with other ARMY installations and similar worksites in other industries	a) Use OSHA's and Army's web sites to highlight best practices and successes with the public b) Develop an internal method for Army to share best practices and successes with non-participating ARMY installations	i) Number of best practices and successes identified ii) Number of other ARMY sites incorporating best practices at their installations iii) Web hit counts
5) Expand the Army's participation in VPP	a) Facilitate the use of mentors and Special Government Employees to help participating sites apply for and achieve VPP status b) Use the OSHA Challenge tools to identify areas for improvement at participating sites and track progress toward achieving VPP	i) Number of sites using mentors ii) Number of sites using SGE's iii) Number of SGE's assisting ARMY iv) Number of participating sites that apply for VPP v) Number of participating sites that achieve VPP vi) Number of employees at VPP sites
6) Convey civilian workforce safety and health best practices and injury/illness reduction lessons learned to Army military personnel where appropriate	a) Use Army web site and newsletters to promote best practices	i) Number of best practices identified and shared ii) Number of newsletter articles generated iii) Summary of feedback from Web



## ***Appendix B – Army Participating Installations***

### **OSHA Region I**

- Fort Devens, Massachusetts

### **OSHA Region II**

- Fort Drum, New York

### **OSHA Region III**

- Aberdeen Proving Ground, Maryland
- Pentagon Army, Virginia

### **OSHA Region IV**

- Fort Stewart, Georgia
- Fort Knox, Kentucky
- Redstone Arsenal, Alabama
- Anniston Army Depot, Alabama

### **OSHA Region V**

- Fort McCoy, Wisconsin

### **OSHA Region VI**

- Pine Bluff Arsenal, Arkansas
- Fort Polk, Louisiana
- Corpus Christi Army Depot, Texas
- White Sands Missile Range, New Mexico
- Fort Bliss, Texas
- Red River Depot, Texas
- Fort Sam Houston, Texas

- Fort Sill, Oklahoma

#### **OSHA Region VII**

- Fort Riley, Kansas

#### **OSHA Region VIII**

- Tooele Army Depot, Utah

#### **OSHA Region IX**

- Sierra Army Depot, Nevada

#### **OSHA Region X**

- Fort Lewis, Washington

